# Instructions for accessing the "Member Only" portions of the NJPHEN Web Site on the NJ State Portal

** In order to complete this process, you will need the authentication code from the "Authentication code for NJ Prev. health Education Network" email sent to you. **

1. Go to the NJ State homepage at http://www.newjersey.gov.

2. In the upper left hand corner, click the "Login" button. See screen below:
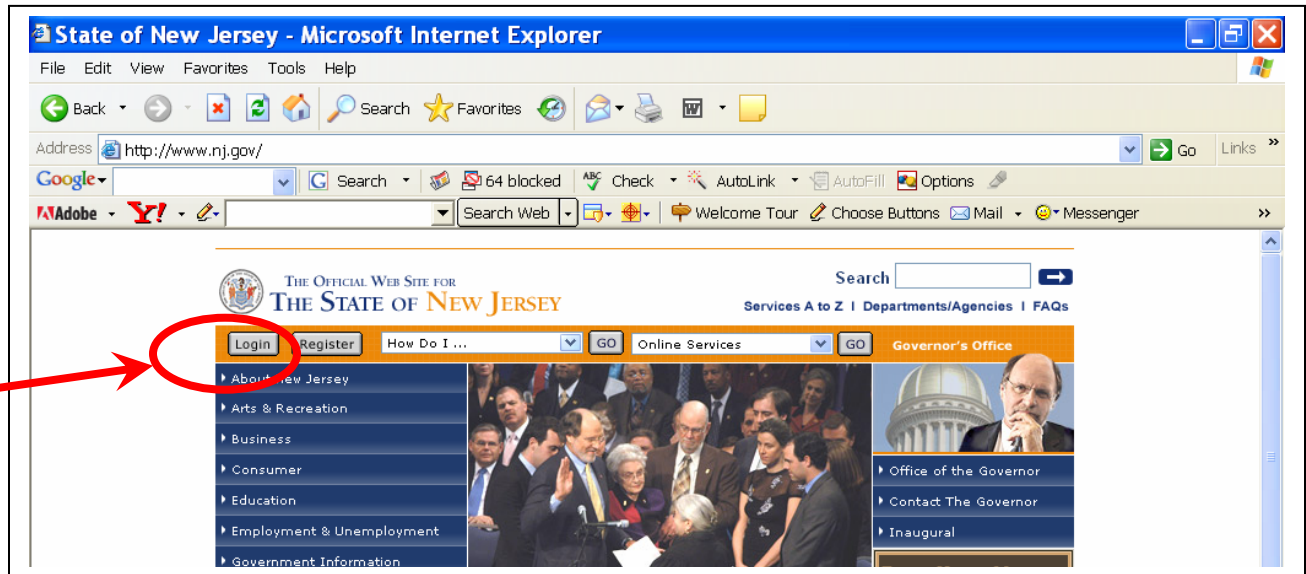
3. After clicking "Login", you will be taken to the screen shown below. Click the "Sign up to Become a Member" link. This will allow you to set up a log on ID and password. You only need to do this step once.

   (**NOTE**: If you have previously registered on the NJ Portal, use this screen to log on with your Log On ID and password and then skip to Step 5.)
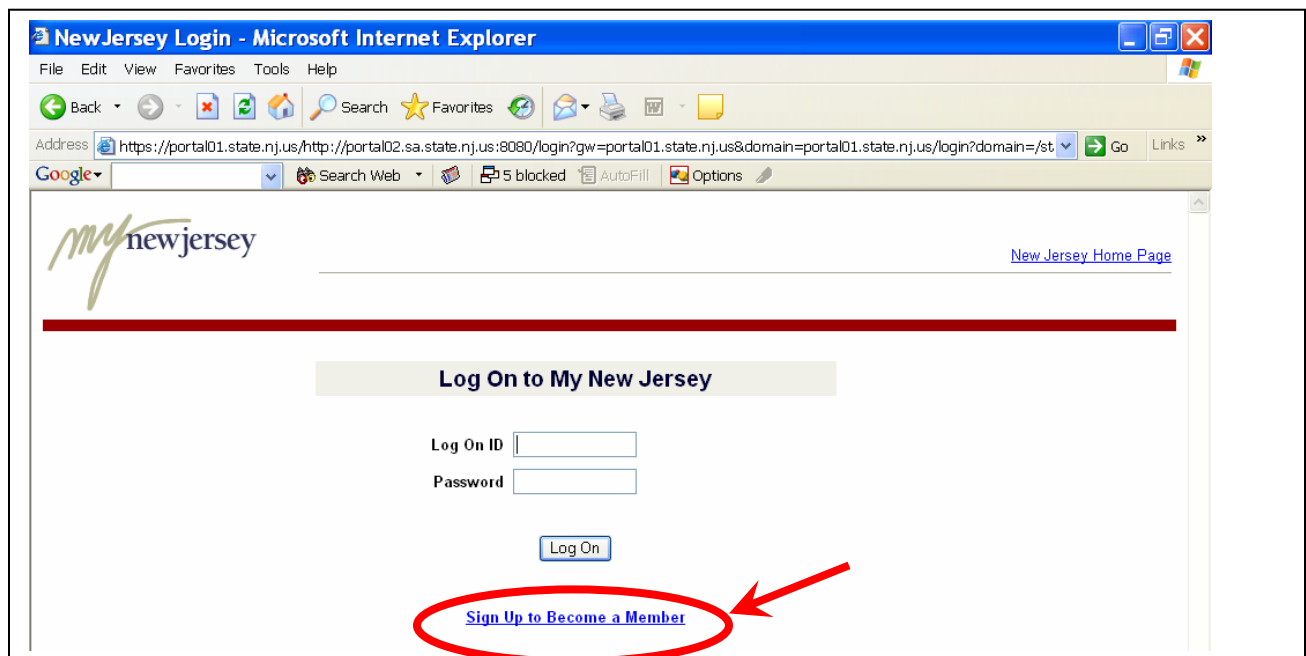
4. You will be taken to the screen shown below.   On this screen:
   - Create your own log on ID. It can be your initial and last name (such as jdoe) or something else you will easily remember.
   - Enter a password that you will remember.
   - Fill out the rest of the form, including a question and answer in case you forget your password. (Be sure it is a question you remember the answer to.)
   - Click "Submit this form."

Now you need to enter your authentication code…

5. Log on to the NJ Portal (www.newjersey.gov) using the ID and password you just created (or previously created). Once you have logged in, click the "Enter Authentication Code" link at the top of the screen. See below.
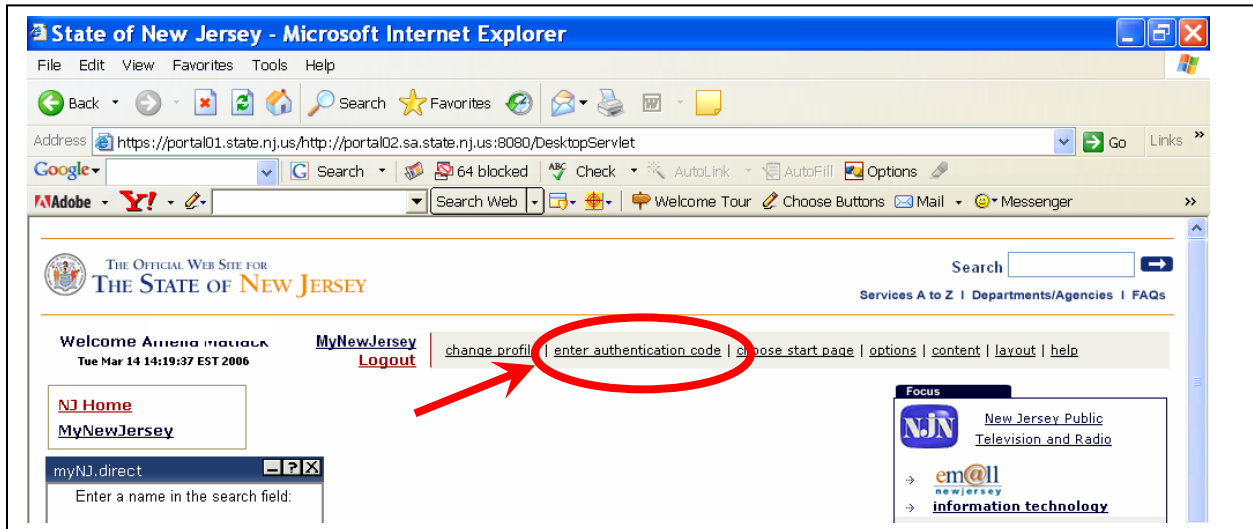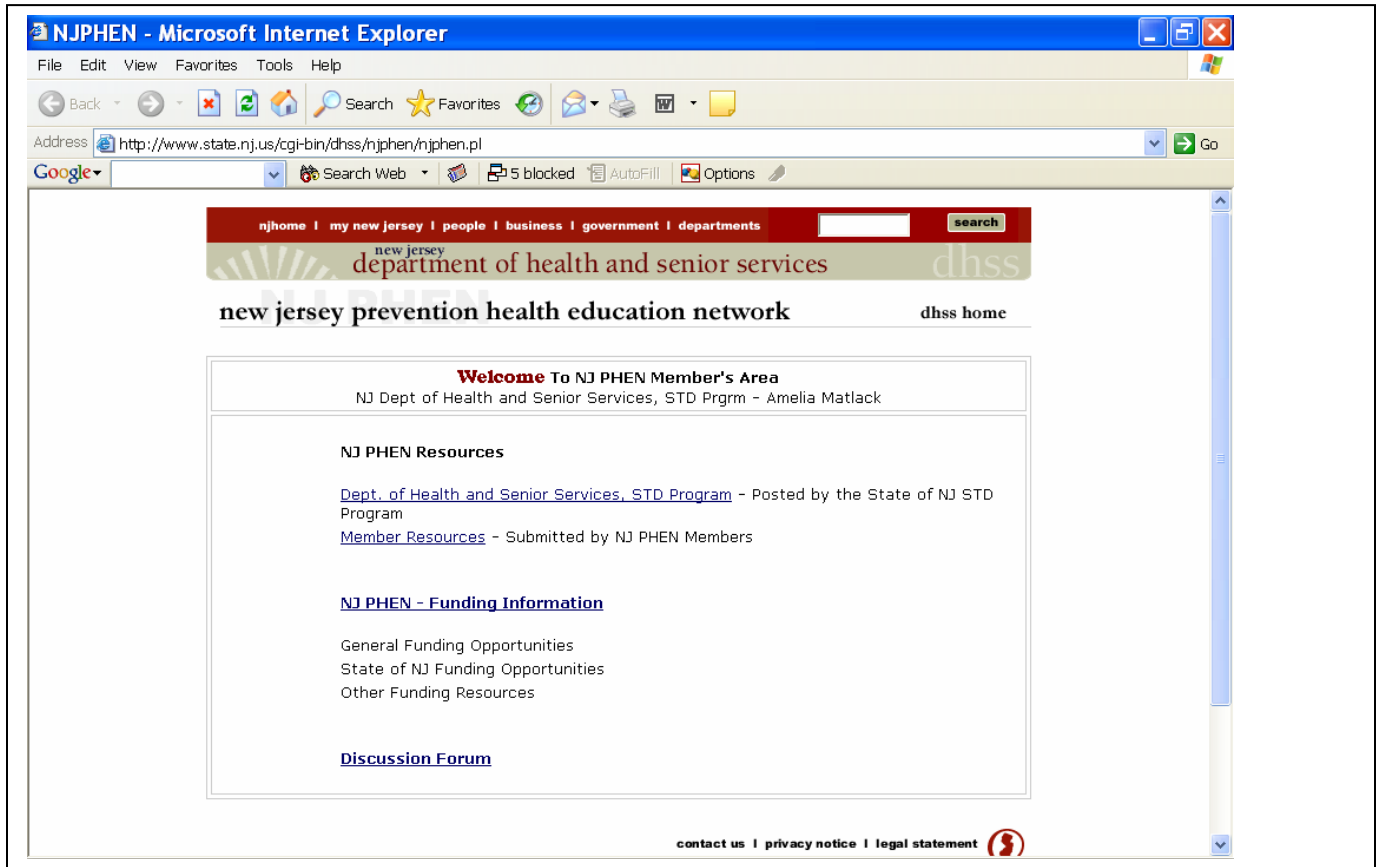

6. On the next screen (see below), enter the authentication code that you received in your email. You can do this by typing it in or cutting and pasting it from the email. When you are finished, click "finished" button. The system will automatically log you out.
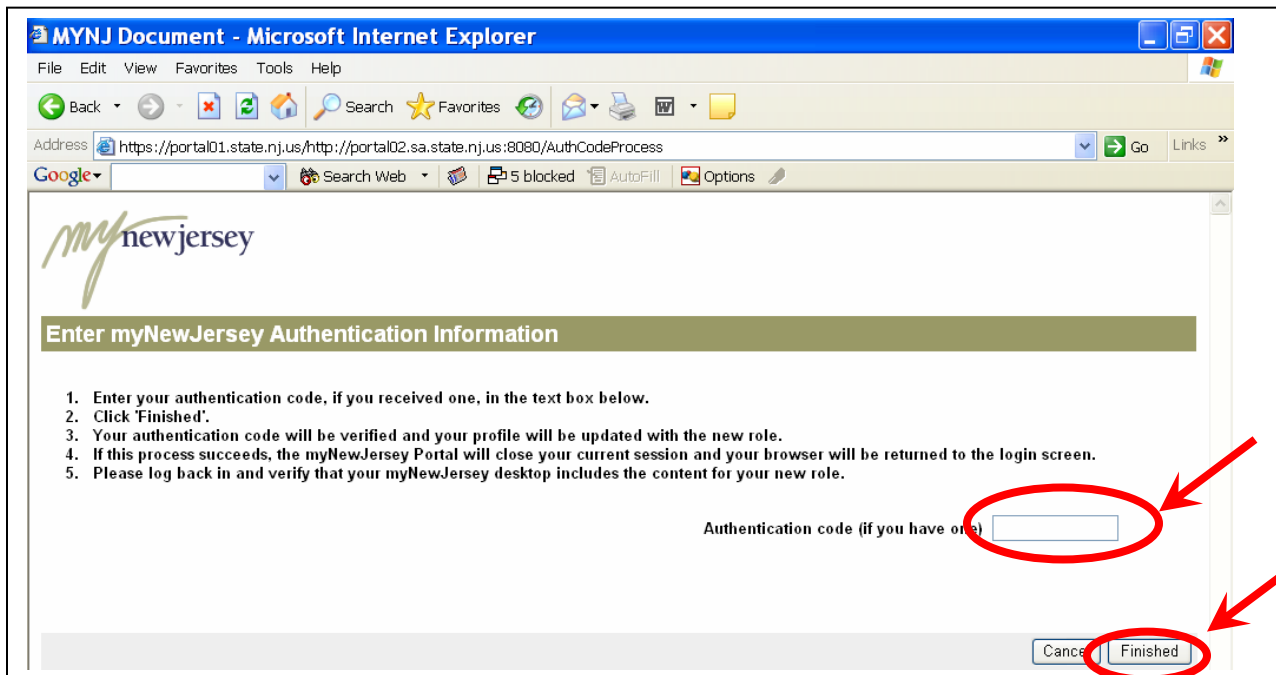
7. Log back into the portal. In the left hand column under "DHSS Applications", you should see a link to the NJPHEN Member Area. Click this link. If you do not see this link, try clicking "My New Jersey" (see screen below).

NJPHEN Member Area:

You only need to go through this process one time. After this, you will simply need to log in with your Login ID and password to access the NJPHEN member portions of the portal.

If you need assistance with this process,
contact the Dept. of Health Information Technology Help Desk at
(609) 984-0224 or email helpdesk@doh.state.nj.us.